

Sonoma County Job Link



Integrated Services

Friday Update

Date 11/21/08

✚ A couple of reminders:

- Please always ask in Orientation if clients brought their Right-to-Work documents. If anybody does not have his/her documents, refer him/her to the receptionist. Please see attached Welcome Orientation Outline.
- Orientations are to be brief, the goal is to give an overview of how to use Job Link and how to get their questions answered. We are moving from “this is what we can do for you”, to “what do you need?”
- Please always fill out the grey box on the welcome sheet, including your name. The case notes are written in addition to the information on the welcome sheet.

✚ **Customers with disabilities:** If a customer indicates “no disability” on the Welcome form but discloses a disability during the Welcome interview, please change the answer on the form.

✚ **Job Network:** Please refer clients to the networking meeting on Monday mornings at 9:15. It is an excellent way to start the week and to connect with other job seekers. Remember that clients must have gone through the welcome process before they can attend Job Network; in other words, they must have the blue dot on their scan card.

✚ **Employer Services:** The Employer Services Committee forwarded recommendations to the Management Team in regards to gaining and distributing local Workforce Intelligence, involving employers into Job Link services, and identifying training needed by local employers and criteria for providing the training. The Management Team is in the process of reviewing these recommendations.

✚ **All Partner Meeting schedule:** Please free your calendar for the following dates in 2009:

- | | |
|---------------------|--|
| ○ February 26, 2009 | These meetings take place at Job Link
from 8:30 – 10:00 AM in Room A/B
in the Training & Assessment Center |
| ○ May 14, 2009 | |
| ○ August 13, 2009 | |
| ○ November 12, 2009 | |

Some have recommended that these meetings start at 8:00 AM instead of 8:30 AM to accommodate the orientation and welcome schedule. Let your supervisor or manager know if this would be a better time for you. We would like everyone to attend these meetings to share new information with all partner agencies.

✚ **Thanksgiving:** Have a wonderful and relaxing holiday!